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FEB 11 2005

MEMORANDUM

From: T. L. TIERNEY, LCDR
CG Institute

Reply to: nrt
Attn of: CWO4 Marvin Mason Jr.
(405) 954-7275

To: CPO SAM THOMPSON
Thru: CG ACT NEW YORK

Subj: E-PME STUDY GUIDE BULK DISTRIBUTION

Ref: (a) COMDT COGARD Washington DC 211932Z OCT 04/ALCOAST 468/04
(b) Enlisted Professional Military Education (E-PME) Manual, COMDTINST 1510.2

1. You have been designated as the area ESO for all units within your unit zip code. The paper based and CD-ROM E-PME course materials are being shipped to you for distribution to all units within your zip code. The E-PME distribution list is provided in enclosure (1).
2. As outlined in references (a) and (b), the E-PME is available in three formats; paper, CD-ROM and Internet/CG Intranet. This initial distribution is targeted for all E-8 and below active duty and reserve personnel. In an effort to comply with the Paperwork Reduction Act of 1995, and in keeping with the growing trend of e-learning, the Coast Guard is limiting the initial distribution of paper-based and CD-ROM versions. It is vital to ensure a fair and equitable distribution of paper-based and CD-ROM versions of the course material are provided to both active duty and reserve members. The distribution of materials to each unit is approximately 50% paper and 10% CD-ROM. In line with the initial E-PME implementation plan, approximately 40% of your personnel are encouraged to access the study materials available on-line at the following web address; <http://learning.uscg.mil/epme/pme/index.htm>.
3. There is a limited number of paper-based and CD-ROMs held in reserve at the CG Institute. Routine ordering of the E-PME study guides will be available effective 15 Mar 2005. Non-library units should utilize the on-line ACGI-2100 form for ordering the E-PME paper-based study guide using course material only, as the Institute will create an open enrollment for all E-7 and below. CD-ROM order requests should be sent via email to RSS@cginstitute.uscg.mil.
4. The Advancement Qualification Exam (AQE) (EOCT) should be available shortly and will be announced via email through the ESOs and CMCs. The AQE becomes mandatory for Active Duty members taking the Nov 05 Service Wide Exam (SWE), and Reserve members taking the Oct 06 SWE, see reference (a) for further information on timeline requirements.
5. Thank you and your crew for the patience displayed while waiting for the distribution of the E-PME Study Guide materials.

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Enclosure: E-PME Unit Breakdown

E-PME Unit Breakdown

DeptID	OPFAC	Unit Name	Zip	Actv	Rsrv	CDs	Web	Box	Bks	Ttl Bks	Pallet
000678	01-30200	U.S. COAST GUARD STATION	10305	50	33	60	238	10		300	2
003372	01-30200	STATION (SM) ROCKAWAY	10305	9	1						
007277	01-37040	USCG SECTOR NEW YORK CONTINGENCY PLANNING FC READINESS	10305	0	1						
007285	01-37040	USCG SECTOR NEW YORK ENGINEERING/SUPPORT DIVISION	10305	0	23						
007286	01-37040	USCG SECTOR NEW YORK INSPECTIONS DIVISION	10305	0	32						
007284	01-37040	USCG SECTOR NEW YORK FINANCE/SUPPLY DIVISION	10305	0	11						
007289	01-37040	USCG SECTOR NEW YORK INCIDENT MANAGEMENT DIVISION	10305	0	1						
007278	01-37040	USCG SECTOR NEW YORK COMMAND CENTER	10305	0	7						
007283	01-37040	USCG SECTOR NEW YORK ADMIN/PERSONNEL DIVISION	10305	0	17						
007290	01-37040	USCG SECTOR NEW YORK ENFORCEMENT DIVISION	10305	0	50						
006677	01-71101	DETACHED DUTY FIELD INTEL SUPPORT TEAM NEW YORK, NY	10305	2	0						
002899	01-73136	ACT NY Waterways Mgt Div, ATON	10305	1	0						
002884	01-73136	ACT NY Admin Division, Personnel	10305	19	1						
002886	01-73136	ACT NY Admin Division, Supply	10305	6	0						
002896	01-73136	ACT NY Waterways Mgt Division	10305	2	0						
002898	01-73136	ACT NY Waterways Mgt Div, Mar Events	10305	13	3						
000651	01-73136	USCG ACTIVITIES NEW YORK	10305	0	60						
002885	01-73136	ACT NY Admin Division, Housing	10305	18	8						
002887	01-73136	ACT NY Admin Division, CGES/MWR	10305	2	0						
002897	01-73136	ACT NY Waterways Mgt Div, VTS	10305	26	0						
002882	01-73136	Command Staff	10305	1	0						
002883	01-73136	ACT NY Admin Division	10305	8	1						
002892	01-73136	ACT NY Operations Division	10305	1	0						
002893	01-73136	ACT NY Operations Div, Marine Resp	10305	26	0						
002894	01-73136	ACT NY Operations Div, Surface Ops	10305	18	0						
002900	01-73136	ACT NY Prevention/Compliance Division	10305	1	0						
002901	01-73136	ACT NY Prev/Compl Div, Inspections	10305	18	0						
002903	01-73136	ACT NY Prev/Compl Div, Prevention	10305	6	0						
002904	01-73136	ACT NY Prev/Compl Div, Reg Exam Ctr	10305	4	3						
006820	20-34265	COAST GUARD MARITIME SAFETY AND SECURITY TEAM (MSST 91106)	10305	68	13						
004546	32-54160	USCG ELECTRONIC SYSTEMS SUPPORT DETACHMENT NEW YORK	10305	18	14						

Note: Unit Breakdown includes Reservists currently assigned to unit, not reserve billets held at unit.